

SEMHAC
Needs Assessment Committee
Monday, March 15, 2004

Goal: To finalize the Event locations list so we can begin the data collection process.

Objectives:

- 1.) Finalize the Event location list using City of Detroit sites secured by: Denise, Keith, Selvy and Liz.
- 2.) Publicity and volunteer update
- 3.) Review any last minute details
- 4.) Does everyone know their roles or has questions

Goal: to perform an internal NA committee evaluation as the beginning process for devising our work plan.

Objectives:

- 1.) Sandra Cavette will assist committee in performing an Internal NA committee evaluation using SWOT (strengths, weaknesses, opportunities, threats) strategic planning tool.

AGENDA

- I. Call to order
- II. Moment of Silence
- III. Introductions
- IV. Recording Secretary
- V. Ground rules
- VI. Approve today's agenda
- VII. Old Business
 - A) Complete the event listing for Wayne and City of Detroit (**Action Item**)
 - B) Reports
 - C) Last minute details/last minute questions
- VIII. New Business
 - A) SWOT evaluation
- IX. Next meeting date: 4/5/04
- X. Adjournment